



## BRIDGERLAND APPLIED TECHNOLOGY COLLEGE

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### **Social Security Information Verification**

To be eligible to receive Federal Student Aid funds (Pell Grant), each student must provide a correct Social Security number (SSN). When a student submits the Free Application for Federal Student Aid (FAFSA) the central processing system (CPS) conducts a match with the Social Security Administration (SSA). If the match is successful CPS will process the student's application. CPS will not process an application without an SSN.

You have received this information sheet because the CPS/SSA match was unsuccessful, or our school has conflicting information regarding your SSN. You need to provide additional information to the Financial Aid office at Bridgerland Applied Technology College (BATC). **Issues must be resolved before any Pell Grant funds will be awarded to you.**

If your Social Security Card shows correct and current information, resolution may be as simple as bringing your Social Security Card, current photo identification (such as a driver's license) and a copy of your birth certificate to the BATC Financial Aid office. A photo copy of these documents will be made and kept on file in the Financial Aid office. If you misreported your Social Security Number when completing the FAFSA, you may need to submit a new application or simply correct your number on your Student Aid Report (SAR) on-line at [fafsa.gov](http://fafsa.gov)

Students must keep their records current with the Social Security Administration. If your information has changed since your SSN was assigned, you must contact the SSA and update your information with them. For example - If a student changes her name when she marries she must update her records with the SSA to show her married name.

If your Social Security Card shows information that is not current you must contact the SSA. The following information will assist you in updating your records with the SSA:

You must ❶ Obtain original documents proving US citizenship, age and identity (*documents may include but are not limited to US birth certificate, US passport, US drivers license, state issued identification card, marriage certificate, divorce decree, etc.*) ❷ Fill out an application for a Social Security Card (*form SS-5 available at [www.socialsecurity.gov](http://www.socialsecurity.gov) or the BATC Financial Aid Office*). All documents must be either originals or copies certified by the issuing agency. The SSA cannot accept photocopies or notarized copies of documents. ❸ Take or mail the application and documents to any Social Security Office. The nearest Social Security Office serving the 84321 zip code areas is located in Ogden.

**For more information visit the SSA located at 2<sup>nd</sup> Floor, FOB, 324 25<sup>th</sup> Street, Ogden, Utah 84401. You may contact the SSA directly by calling 1(877)378-9081, toll free at 1(800)772-1213 or visiting them online at [www.socialsecurity.gov](http://www.socialsecurity.gov)**

Once you have received confirmation that SSA has updated your records you should go online and update your information with CPS. You may do this by correcting items on your SAR at [fafsa.gov](http://fafsa.gov). Bring your updated card and a current form of photo identification to the Financial Aid office at BATC. Copies of these documents will be made and kept on file.